

Screening Board Orientation

These instructions have been prepared to acquaint you with some of the practices followed by the County of San Luis Obispo in conducting screening boards. Please read this material before you screen the candidates' applications for this position.

PURPOSE

The purpose of a screening board is to assess the qualifications of candidates by examining the applications and any supplementary material that has been submitted. The screening, like other components of the selection process, must adhere to principles of merit selection; that is, judging candidates based on their qualifications. Screening raters have been called upon to exercise their expertise in the field, which requires a considerable amount of judgment and sustained concentration. The result of the screening will be that the most qualified candidates will be selected to appear for an oral board examination.

CRITERIA FOR THE SCREENING

The scoring process for the screening board has been standardized. Each of the candidates will be scored on a prearranged set of criteria developed in consultation with the hiring department. Attempts have been made to isolate qualifications that will separate outstanding candidates from the rest and indicate a greater probability for job success. Within these guidelines, however, there is room to exercise your judgment and expertise.

SCORING THE CANDIDATES

Candidates are given scores so that we may quantify the results of the screening. When a specific number of years of education or experience is mentioned, for instance, your ratings should be consistent. Occasionally, if the screeners' ratings are very different, there is a need to reconvene the screening board to review the scores. Scores from your ratings will be combined with those of other screeners and the final scores will determine who is to be interviewed.

Please try to adhere closely to the criteria provided. You have been called upon to make qualitative decisions, as well, drawing on your experience and knowledge of the field. The overall principle to keep in mind is that we are looking for those candidates with the greatest potential for performance on the job.

1. Rate Independently: Screeners should come up with their ratings independently. The reason more than one screener is chosen is to get different viewpoints. Research shows that independent ratings result in a more accurate evaluation of candidates.
2. Rate What You Read: Give scores based only on what is evident on the application materials. It is not wise to make assumptions about a candidate's education or experience beyond what is specifically mentioned. For instance, when trying to ascertain whether specific job duties have been performed and there is no mention on the application, you may think that the job title he/she listed must have included those duties. Only if you are **certain** that a job title includes those specific responsibilities should it be given credit in your scoring.
3. If You Are Acquainted: It is likely that you may know some of the candidates. Please try to be objective in your ratings. This means continuing to score based on how the information on the application meets the criteria. You should not allow personal biases to enter into your rating, nor should you permit your knowledge of the candidate's skill overshadow the descriptions of the submitted written materials.

THANK YOU. We really do appreciate your assistance in the screening board. This is a critical part of the examination process and will determine the quality of candidates interviewed and hired.